

**B. J. Vanijya Mahavidyalaya
Vallabh Vidyanagar**

**The Annual Quality Assurance Report
(AQAR) of the IQAC**

2017-18

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. **2017-2018**

Part – A

AQAR for the year (for example 2013-14)

1. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Shri. I. N. Tandel

Mobile:

9824799038

IQAC e-mail address:

bjvm51iqac@gmail.com

1.3 NAAC Track ID(For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC(SC)/06/RAR/059, DATED 01/05/2015

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.bjvm.ac.in

Web-link of the AQAR:

www.bjvm.ac.in/AQAR2015-16.docx

www.bjvm.ac.in/AQAR2016-17.docx

www.bjvm.ac.in/AQAR2017-18.docx

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.79	2008	2013
2	2 nd Cycle	B	2.62	2015	2020
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

27/07/2015

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR for the year 2015-16 (06/10/2016) (DD/MM/YYYY)
- ii. AQAR_ for the year 2016-17 (08/06/2017) (DD/MM/YYYY)
- iii. AQAR_____ (DD/MM/YYYY)
- iv. AQAR_____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid C 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1. Vocational Courses:
 - A. Advertising Sales Promotion and Sales Management
 - B. Tax Procedure And Practice
 2. Add On Courses:
 - A. Diploma In E-Commerce
 - B. Diploma In Communicative English
 3. Certificate Course In English
 4. Scope
 5. Dell

1.11 Name of the Affiliating University (*for the Colleges*)

SARDAR PATEL UNIVERSITY

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	NA		
University with Potential for Excellence	NA	UGC-CPE	NA
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other (<i>Specify</i>)	NA
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers	08		
2.2 No. of Administrative/Technical staff	03		
2.3 No. of students	02		
2.4 No. of Management representatives	02		
2.5 No. of Alumni	02		
2.6 No. of any other stakeholder and community representatives	02		
2.7 No. of Employers/ Industrialists	02		
2.8 No. of other External Experts	02		
2.9 Total No. of members	23		
2.10 No. of IQAC meetings held	03 (THREE)		
2.11 No. of meetings with various stakeholders:	No.	05	Faculty
			02
Non-Teaching Staff	01	Alumni	01
Students		Others	01

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Remedial Coaching Classes
2. Women Empowerment Programme
3. Yoga Training Programme And Yoga Day Celebration
4. Personality Development Programme
5. One Day Workshop On GST

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Emphasis On Teaching And Attendance	1. Observed Thumb Machine Report
2. Innovative Practices	2. Student's Grievances Redressal Cell

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

1. Five IQAC Meetings Held During The Year with Stack Holders
2. Follow-Up Made Regularly
3. Progress Observed with Aiming At New Heights

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	01	NA	01	NA
UG	02	NA	NA	NA
PG Diploma	01	NA	01	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	01	NA	01	NA
Certificate	01	NA	01	NA
Others(Add-on Courses)	02	NA	02	NA
Total	08	NA	06	NA

Interdisciplinary	NA	NA	NA	NA
Innovative	01		01	NA

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	NA
Annual	01

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure (Annexure-01)*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, As per the guidelines of UGC and suggestions of the Board of Studies, the syllabus has been revised.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors Principal	Others
20	02	10	01	07

2.2 No. of permanent faculty with Ph.D.

12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	--	--	--	--	--	-	--	-	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

01	01	01
----	----	----

2.5 Faculty participation in Seminar, Workshop, conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	19	-
Presented papers	05	23	-
Resource Persons	01	02	04

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. ICT based teaching
2. Assignments

2.7 Total No. of actual teaching days during this academic year

198

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Unit Test, Question Bank
Assignment, Presentation

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

09 09 NA

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :March April 2017

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	Total CL	Pass %
FYBBA	57	04	18	11	33	57.89
SYBBA	41	07	14	06	27	65.85
TYBBA	38	10	13	12	35	92.10
FYBCOM	355	32	95	66	193	54.36
SYBCOM	267	29	87	38	154	57.67
TYBCOM	247	49	85	45	179	72.46
MCom I	32	20	10	00	30	93.75
MCom-III	66	56	05	00	61	92.42

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Evaluation of results, Evaluation of Regularity, Orientation of new teaching techniques, Guiding and Promoting Co-curricular activities, Active participation of faculties in Seminars, Conferences, Workshops, FDP, etc.

2.13 Initiatives undertaken towards faculty development : YES

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme (KCG)	14
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	02
Others	14

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	03	-	03
Technical Staff	--	02	--	02

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. Formation of Research Committee
2. Preparation of Subject-wise Conference/workshop/seminar Proposals
3. Preparation of Minor and Major Research Proposals

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	02	--
Outlay in Rs. Lakhs	--	--	Rs. 3 Lakhs	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	30	--
Non-Peer Review Journals	--	02	--
e-Journals	--	--	--
Conference proceedings	--	--	--
Chapters in book	--	01	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects	2015	UGC	Rs. 3 Lakhs	--
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			Rs.3 Lakhs	

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	01	01	--	01
Sponsoring agencies	---	---	---	---	--

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.224 acre	--	--	2.224 acre
Class rooms	19	--	--	19
Laboratories	02	--	--	02
Seminar Halls	01	--	--	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	06	01	GOG/KCG	07
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	60000	60000
Others	--	--	--	--

4.2 Computerization of administration and library

Partly Computerization of Administration and Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	34647	10,50,370	64	18985	34691	10,69,355
Reference Books	11699	1,39,762	--	--	11699	1,39,762
e-Books	--	--	--	--	--	--
Journals	70	57468	--	--	70	57468
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	139	--	--	--	139	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	91	03	90	03	125	06	--	12
Added	52	--	--	--	--	--	--	--
Total	143	03	90	03	125	06	--	12

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet Connectivity
CCC, MS Office Etc. Tally-erp 9

4.6 Amount spent on maintenance in lakhs :

i) ICT	60000
ii) Campus Infrastructure and facilities	NIL
iii) Equipments	3 laptops
iv) Others	---
Total :	60,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Academic support/tutoring.: Remedial Coaching Classes
- Academic advertisement and counseling.: College Prospectus and Magazine, College Website
- Financial resources advertisement: Alumni Association Fund
- Technology support: Wi-Fi facilities, well equipped computer labs, Computerized Library
- Career and graduate school planning: Career Counseling Cell, Placement Cell
- Alumni network.: Alumni Meet

5.2 Efforts made by the institution for tracking the progression

- Conducted Remedial Coaching Classes for B.Com. Course
- Published College Prospectus and Magazine “Samruddhi”
- Scholarship Given to needy students
- Three Technocrats (Permanent Staff) appointed
- Career Guidance cell takes care properly
- Alumni meeting organized regularly

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1092	99	--	04

(b) No. of students outside the state

09

(c) No. of international students

01

Men	No	%	Women	No	%
	01	100		--	==

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
703	77	129	239	03	1135	754	74	135	228	00	1191

Demand ratio 100% Drop out 3 to 7 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Organised Coaching Classes for Competitive exams: UPSC, GPSC, IBPS, CMAT, etc.
 Arranged classes for how to face interview
 Organized inter class Aptitude tests.

No. of students beneficiaries

154

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	

5.6 Details of student counselling and career guidance

1. Committee is framed to motivate students and their parents to inform about vocational education, Add-on Courses
2. Counseling of last year students, about availability of various options in higher education
3. Discussing schemes of government for scholarships for higher studies in India and abroad
4. Motivating students by informing various schemes of government for self employment

No. of students benefited

214

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	139	48	--

5.8 Details of gender sensitization programmes

1. Volunteers Meet
2. A Street Play
3. Orientation Programme
4. Women's Day Celebration
5. Women's Empowerment Awareness Programme

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	16	13,600
Financial support from government	295	?
Financial support from other sources	23	120100
Number of students who received International/ National recognitions	01	4200

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: There is no any major grievances among students

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To add significantly to our enduring civilization tradition of pioneering excellence in learning, knowledge, enlightenment and self - realization, in a universally relevant context

Mission:

To dedicate ourselves to the perpetuation of our Founders' Vision of providing the infrastructure, facilities, operating conditions and overall environment conducive to the Education of young scholars, along with the desired physical, mental and character building inputs; to firmly renew our commitment of providing value added, globally relevant Education with an emphasis on the Techno - Management domain, to ensure that our scholars fruitfully exercise their knowledge, skills and values in the global perspective.

6.2 Does the Institution has a management Information System?

Yes,

Institution has adopted input and output relevant information as well as to manage institutional decision making effectively. MIS is used to improve the efficiency of college office actively. It is used to store student and college data.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

On the Evaluation and Feedback from the student and teacher members of our college in Board of Studies have made changes in curriculum whenever required. .New courses are introduced or syllabus modified according to the need of hours.

6.3.2 Teaching and Learning

Teaching – Learning process is supported by projects, Educational tours, Wi-Fi facilities and CDs. Use of multimedia and other technologies are used to enhance teaching learning process. MOU has been done by the college with industry and other institutions to provide practical aspects of teaching and learning to the students.

6.3.3 Examination and Evaluation

Transparent Examination process as answer books are shown to the students. Examination and evaluation policies are designed in such a manner that, it assesses and improves the quality student learning. We have adopted semester based system to promote continuous learning and inculcate regular study habits among the students. Students are also examined on the bases of their participation in tutorials, assignments, presentations, viva-voice and other activities.

6.3.4 Research and Development

Facilities of Computer Lab, Library, free internet, INFLIBNET and journals are available for research activities. Research committee has been formed by the institution to inculcate research culture among students and faculties. Activities like Faculty Development Programme, Presentation of papers in seminar, conference and workshop. Publication of Research paper in various referred journals are undertaken from time to time.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Partly Computerized Library with Bar Code System.
- Computer centre with free internet facilities and wi-fi campus
- HRD Lab, Language Lab, Gym Centre, Hostels for Boys and Girls, Playgrounds

6.3.6 Human Resource Management

Different kinds of work/duties assigned to students and staff as per their interest, skills and specialization. Career development opportunities are provided by the institution.

6.3.7 Faculty and Staff recruitment

Being a Grant-in-aid institution recruitment of teaching and non- teaching staff is made by state government. Even though, management appoints teaching and non- teaching staff as and when required.

6.3.8 Industry Interaction / Collaboration

Regular visits are arranged in various industries for management students during the academic year. Eminent experts from industries are invited for expert talk.

6.3.9 Admission of Students

Faculties of the institution visit different higher secondary schools for the purpose of counseling and career planning. Admission committee has been formed for the purpose of counseling and admission of the students. The institute follows transparent admission process as per government norms and guidelines of Sardar Patel University.

6.4 Welfare schemes for

Teaching	Staff Quarter Facilities, Free Treatment of Primary Illness
Non teaching	Staff Quarter Facilities, Free Treatment of Primary Illness
Students	Hostel, Insurance, Scholarship Facilities, Free Treatment of Primary Illness

6.5 Total corpus fund generated

Management provides as per requirement

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Management
Administrative	Yes	GOG	Yes	Management

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Suggestions are invited by the university to improve the examination system.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University has conducted workshop to promote autonomy in the affiliated colleges.

6.11 Activities and support from the Alumni Association

1. Organized Alumni Meet
2. Provide financial support (Scholarship) to the students.
3. Arranged Guest lecture for the students.

6.12 Activities and support from the Parent – Teacher Association

1. Organized Parent Meet.
2. Career Guidance.
3. Feedback from parents- considered for further improvements.

6.13 Development programmes for support staff

Conducted ICT Training for support staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Tree Plantation
2. Land Scape with lawn
3. Flowering Plants
4. Herbal Plants
5. Formation of eco-club

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Changed examination pattern of internal evaluation system. Paper style based on university examination pattern.
- “My campus, Clean Campus”, an initiative taken by CVM for our institution. Surely it has helped in increasing the hygiene level of the college. Previously the building was cleaned but now under this forum special care is taken for cleanliness.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

- Formation of sub committees for each criteria of NAAC – RAR
- Full-fledged time table was implemented from the beginning of the academic year
- Internal evaluation examination was conducted as per University examination pattern.
- As per the guidelines of the forum, five layers namely, Level – 1: all peons, Level – 2: two senior Faculties, two NSS Volunteers, Level – 3: NSS Programme officers, Level – 4: Team coordinator and Level – 5: Vice President – CVM are composed and the responsibilities of the concerned persons are identified, the duties are well defined and accordingly the work is done and monitored.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Remedial Coaching Classes (Annexure : II A)
2. Eco- Club (Annexure : II B)

****Provide the details in annexure (annexure need to be numbered as i, ii,iii) (Annexure-2-3)***

7.4 Contribution to environmental awareness / protection

1. We plant trees in and around the college campus with the help of staff and Students
2. CVM supervisory staff and college staff look after and maintain the greenery of the campus
3. For keeping the campus clean dustbins are placed at various places of the campus
4. Organized Environment Awareness Rally in the town.
5. Conducted Environment Awareness Programme
6. Formed Eco-Club for environmental awareness / protection.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

1. Organised National Workshop on “Role of NSS in Transformation of New India.”
2. Organised Workshop on “GST- One Tax One Nation”
3. Organised workshop on “Women Empowerment.
4. Started Diploma Course in “Tally-erp9 with GST.”
5. Participated in “Greenathon -2018” organised by Voluntary Nature Conservancy.

8. Plans of institution for next year

1. Improvement and Up-gradation in ICT Facilities
2. Expansion of class room facilities
3. Improvement in Teaching and Learning Methods
4. To organize National and International Level Conference/Seminar sponsored by UGC/ICAR/NAAC/other academic bodies.
5. To Establish Student's Senate.
6. To Conduct Academic Fairs/Exhibitions by Students

Name: Shri. I. N. Tandel



Signature of the Coordinator, IQAC

Name : Dr. Ketaki P. Sheth



Signature of the Chairperson, IQAC

Annexure I: Analysis of Feedback

1. Curriculum

Detailed syllabus is satisfactory as it is updated syllabus and the course contents are correlated with the degree.

2. Mode of Teaching

Modern teaching aids and technology are utilized for effective teaching in the classroom, however this facility should be provided in all the classes.

3. Infrastructure

Library, Reading Room, Computer lab and HRD lab. 86% students are feeling satisfactory with the existing facilities; however 14% students have suggested that little bit improvement should be made in it.

4. Co-Curricular Activities

All students and parents are highly satisfied with the co-curricular activities organized by the institution.

5. Counselling and Placement

All students and parents are satisfied with the counselling sessions held frequently by the institution. Students and Parents are also satisfied with the campus placement programmes by the institution. However very few students take the benefit of the placement activities, because they want to pursue the higher level studies in India and Abroad.

Annexure : II Best Practices

A: Title of the Practice: I. Remedial Coaching Classes

- Goal:

The aim is to provide help to the students in their academic progress. This practice is offered free to the students specially for SC/ST/OBC & Minority students. We also facilitate the students of open (general) category.

- The Context:

Our institute is a grant-in-aid institution and students come from rural background so there is great need to support the students financially as well as in education.

- The Practice:

Students are divided into subject-wise batches

- The classes are conducted before college time.
- Students are free to select the subjects of their choice.
- Students are guided by the faculty of the institute.
- Students are benefited in terms of improvement in the results.

- Evidences of Success: Improvement is observed in the results of the students.

- Problem encountered and Resources required:

We have not yet encountered any major problem. But Shortage of faculty members sometimes become hurdle, but any how we overcome it with the services of ad-hoc faculties. Most of students are commuting so they fail to take best possible advantage of the scheme.

B: Title of the Practice: II Eco- Club

- Goal:
 - To create awareness and a clean and green consciousness among the students of our institution towards critical issues like environment and conservation of natural resources.
 - It is a platform where we get knowledge about environment.
 - To promote not only the participation of students in the eco friendly system but to oversee the continuous improvement of the environment behaviour of organization and of society in general.
 - To coordinate, represent, manage and foster the common environmental interest without harming general environmental interest through future generation.

- The Context:
 - The continuous degradation of Mother Nature and dier need to sensitise the future generation the echo club is formed.
 - Surely it will promote genuine awareness, understanding, knowledge and participation of students.

- The Practice:
 - For the first activity “Best out of Waste” not only members of the club but all the students of the college were asked to bring waste raw materials (old news papers and other waste papers) from their home.
 - Few members of the club knew how to make paper bags so training programme was organised and 15 students were trained.
 - NSS volunteers were asked to collect raw materials from the village.
 - This time small bags for vegetable and fruits vendors were made. So that they would not use plastic bags for strips and bottles.

- Evidences of Success: Improvement is observed in the results of the students.
 - This activity brought awareness of conservation of natural resources among volunteers.
 - Some creative volunteers also made beautiful gift articles like pen stand and flower vas and those articles were given as gifts to the guests during valedictory function.
 - Out of waste hard board and card board Dustbins of different sizes were made and they were gifted to two schools.

- Problem encountered and Resources required:
 - Initially students were not attracted but once they get involved in the activities they found it very interesting.
 - For getting resources we did not face many problems because students and staff members brought waste papers from their homes.

Annexure: III Academic Calendar : 2017-18

A: OBJECTIVES :

- 1) To ensure fullest utilization of working hours during both the academic terms/semesters consisting of 25/27 weeks each in 2017-18.
- 2) To complete, the syllabi to the utmost satisfaction of the students.
- 3) To emphasize total development of the students by conducting co-curricular activities.
- 4) To make sure that the college achieves 100 % attendance and 100 % results.
- 5) To increase students' participation and thereby, their motivation so as to develop leadership quality in them.
- 6) To make optimum utilization of both material and human resources.

B: ACADEMIC CALENDER :

1. Weeks Available :

				Weeks
First Semester	12/06/2017	To	14/10/2017	18
Diwali Vacation	16/10/2017	To	04/11/2017	03
Second Semester	04/12/2017	To	24/03/2018	16
Summer Vacation	23/04/2018	To	09/06/2018	07

2. Orientation Programme :

F.Y.BBA	03/07/2017	Monday
F.Y.B.Com.- (Eng.Med.)	03/07/2017	Monday
F.Y.B.Com.- (Guj. Med.)	05/07/2017	Wednesday

Internal Test Schedule (B.Com. & Bba).

I / III / V Semesters	Internal Examination	28/09/2017	To	09/10/2017
	University Examination	06/11/2017	To	02/12/2017
II / IV / VI Semesters	Internal Examination	22/02/2018	To	05/03/2018
	University Examination	26/03/2018	To	21/04/2018

Guest Talk : Committee Will Conduct In Consultation With Subject Teachers

University Youth Festival Celebration: 17/09/2017 To 19/9/2017